

ENVIRONMENTAL PROGRAM SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To supervise and coordinate activities in the Regulatory Compliance Section of the Environmental Services Division of the Water Utilities Department; to act as a liaison between the City and federal, state, and local public health and environmental agencies; to help develop and clarify environmental laws, standards, policies, and requirements; to develop programs, strategies, and reports to ensure compliance with environmental regulatory requirements; and to provide complex technical assistance to Water Utilities and other department administrators on environmental laws, regulations, policies, and concerns.

Supervision Received and Exercised:

Receives direction from the Environmental Services Manager or designee.

Exercises direct supervision over professional and/or technical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Manage, coordinate and evaluate the activities and functions of the Regulatory Compliance Section; assign work activities to subordinate staff and monitor work flow; review and evaluate work products, methods and procedures to ensure quality and compliance.
- Develop and update internal guidance documents and procedures for compliance with environmental laws, regulations, and permit requirements.
- Maintain a database tracking system of environmental permits, regulations, and associated reporting requirements.
- Represent the City to federal, state, and local agencies on environmental issues.
- Coordinate with Water and other department management and staff in developing strategies to ensure compliance.

CITY OF TEMPE

Environmental Program Supervisor (continued)

- Review existing and proposed legislation, rules, and guidance documents, and identify requirements that may affect City operations and programs.
- Negotiate and obtain required federal, state, and local environmental permits and approvals for City facilities, including national Pollutant Discharge Elimination System (NPDES) permits, Aquifer Protection Permits, Air permits, and reclaimed water reuse permits.
- Coordinate submittal of required environmental compliance and non-compliance reports to regulatory agencies, including drinking water, storm water, and wastewater discharge reports.
- Coordinate quality assurance, quality control, and peer-review processes for laboratory analytical results and data reporting.
- Represent the City in regional organizations to track, develop, and influence regulations and policies
- Coordinate implementation of programs, tasks, and monitoring required by regulations and permits.
- Plan and coordinate internal environmental compliance assessments for City facilities with other sections, divisions, and departments.
- Brief management on environmental compliance issues related to City operations.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Four years of responsible professional experience in environmental program management, environmental compliance, quality control or directly related to the core functions of this position, including experience with State or Federal water quality regulations. Some supervisory experience is desirable.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Environmental Engineering, Environmental Science, Environmental Planning, Chemistry, Public Policy or degree related to the core functions of this position. A Master's degree is desirable.

CITY OF TEMPE Environmental Program Supervisor (continued)

Licenses/Certifications:

None.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 399

Status: Exempt / Classified